

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
<b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<b>TIER III</b> <b>(&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel <b>(Only check for on-site inspection services)</b>	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet <b>(No Resumes)</b>	7 pages	19 pages	Total maximum pages for RFP <b>not including key personnel resumes</b>	

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
For  
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide three (3) paper copies of the Proposal to the MDOT project manager:

Kelby Wallace, Project Manager  
MDOT Jackson Transportation Service Center  
2750 N. Elm Road  
Jackson, Michigan 49201-6802  
E-mail: wallacek@michigan.gov

These copies **must** be received by 12:00 noon on August 1, 2006. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:  
Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:  
Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**For the purposes of this RFP, the project is classified as being a Tier II proposal. The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with the RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal.**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

**Michigan Department of Transportation**  
**SCOPE OF SERVICES**  
**FOR**  
**“AS-NEEDED” DRAFTING TECHNICAL SERVICES**

**PROJECT LOCATION**

This service will be provided at the Jackson Transportation Service Center in the University Region.

**CONTROL SECTIONS**

Area wide throughout the Jackson TSC counties, including Hillsdale, Jackson and Lenawee Counties.

**JOB NUMBERS**

Programmed as needed. The projects that these services may be utilized on include, but are not limited to:

JN 82775A, JN 74151A, JN 55739A, JN 87482A, JN 87432A, JN 87446A, JN 74747A, JN 79980A, JN 87562A, JN 87559A

The services will be billed to the Preliminary Design (PE) phase of each project, as applicable.

**DESCRIPTION OF WORK**

Provide Computer Automated Drafting Design (CADD) services as needed for road and other miscellaneous design projects. The technician will work under the direction of the Project Manager or designee. Services will be required as directed by the Project Manager, durations of time will be established at the time of request. Drafting Technician assistance is being required in accordance with this contract to supplement the Jackson TSC's CADD staff.

Full-time services will not be required for this project at all times. This contract is for "as-needed" services, based on the intermittent needs of the Jackson TSC for CADD support and is set up for 1250 hours. The Vendor's point of contact will be the Jackson TSC Development Engineer. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be complied with within a 48 hour period. If the consultant is unable to fulfill the request, MDOT may utilize a secondary vendor for the services.

All invoices submitted by the Vendor will be detailed to show: project control section, job

number, dates and hours for each employee on each project.

### **Primary Prequalification Classification**

Roads and Streets

### **ANTICIPATED START AND COMPLETION DATES**

Anticipated Start Date: October 2, 2006

Anticipated Completion: September 30, 2007

DBE Requirement 0%

### **MDOT PROJECT MANAGER**

Kelby Wallace, P.E.

MDOT Jackson Transportation Service Center

2750 N. Elm Road, Jackson, Michigan 49201-6802

Phone: 517-780-7870

Fax: 517-780-5454

E-mail: [wallacek@michigan.gov](mailto:wallacek@michigan.gov)

### **VENDOR RESPONSIBILITIES**

- A. This Scope of Service consists of performing to the satisfaction of the department Drafting Technician Services.
- B. The Vendor's principal contact with the Department shall be through the designated Project Manager.
- C. The Services described herein are financed with public funds. The Vendor shall comply with applicable Federal and State laws, rules, and regulations. The Vendor shall perform CADD operations in accordance with the department's drafting standards, including Microstation V8, Projectwise, GeoPak and eProposal.
- D. The Vendor agrees to demonstrate knowledge and performance in compliance with the AASHTO guidelines, MDOT design standards and specifications and MDOT geometric and safety guidelines.
- E. Since this is an as needed service contract, the personnel to be provided by the Vendor shall be subject to the review and approval of the Project Manager. The Vendor must notify the Project Manager, in writing, of any personnel availability changes from those specified in the Vendor's approved proposal.

## **“AS-NEEDED” DRAFTING TECHNICIAN SERVICES TO BE PERFORMED BY THE VENDOR**

- A. The Vendor will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employee will possess the experience, knowledge, and character to qualify him/her for the particular duties.
- B. Drafting Technician services must be performed in accordance with the department's plan preparation guidelines and all other applicable references, and/or procedures manuals. Services may include participation in minor pick-up survey.
- C. The Vendor will immediately bring to the attention of the MDOT Project Manager any discrepancy with plans or specification requirement or any other occurrence which may require resolution by the MDOT Project Manager.
- D. No work is to commence prior to authorization or extend beyond the authorization's Service Completion Date. The need for services will be at the discretion of the Project Manager. Overtime opportunities will first be made available to the MDOT UTEA members in accordance with the bargaining unit contract. Any additional overtime needs will be offered to the vendor staff in accordance with this scope of services. The Department reserves the right to withdraw any personnel or halt any services no longer required, within a reasonable time after the lack of need for services becomes apparent to the Vendor or the Project Manager.

## **MDOT RESPONSIBILITIES**

- A. The Department will be responsible for the overall contract administration for the MDOT projects to assure that the projects are completed in reasonable conformance with the plans and specifications for Project Acceptance.
- B. The Department shall provide the Drafting Technician an office space with a computer to perform such services.

## **PAYMENT SCHEDULE**

Compensation for this scope of design services shall be on an actual cost plus fixed fee basis.

## **VENDOR PAYMENT**

All invoices/bills for services must be directed to the Department and follow the 'then current'

guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the PE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the vendor and must have prior approval by the MDOT Project Manager.

This scope is for "as-needed" services and the hours provided are only an estimate. The Vendor will be reimbursed a proportionate share of the fixed fee based on the portion of these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.